

UVA Intramural Sports Registration Instructions

Creating an IMLeagues Account

****Note**** IMLeagues offers a **live support button** in the top right corner of all pages, please use this button if you encounter any difficulties.

1. All intramural participants will be required to create an account with **IMLeagues**
2. Go to www.imleagues.com/Virginia/Registration.
3. Enter your information, **and use your School email** (@virginia.edu) and submit.
4. You will be sent an activation email, **click the link in the email to login and activate your IMLeagues account**.
5. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link.

How to Sign Up for an Intramural Sport

1. Log in to your **IMLeagues.com** account.
2. Click on Intramurals at the top of the page.
3. The current sports will be displayed, click on the sport you wish to join.
4. Next, click on the the league you wish to play in within that sport (Men’s, Women’s, Co-Rec, etc.).
5. You can join the sport one of three ways:
 - a. **Create a team (For team captains)**
 - i. Choose the division you would like to play in (D1 Tuesday 6p, CR1 Comp Sunday 6p, etc.).
 - ii. Click ‘Create Team’ Button.
 - iii. Agree to Terms and Conditions & Read Captain’s Information.
 - iv. Enter Team Name & Computing ID.
 - v. Choose whether or not to Auto Accept Members on your team.
 - vi. Select your team Status in regards to looking for players.
 - vii. Enter Phone Number/Carrier and if you would like to receive updates via text.
 - viii. Click the “Create Team Button”.
 - ix. Captains can invite members to their team by clicking the “Invite Members” link on the team page. Any invited members must accept the invitation to be joined to your team.
 1. If they’ve already registered on IMLeagues: search for their name, and invite them.
 2. If they haven’t yet registered on IMLeagues: scroll down to the “Invite by Email Address” box, and input their email address.
 - b. **Join a team**
 - i. Search for the Team Name in the Search Window and click on the appropriate team.
 - ii. Under the ‘Team’ heading on the left hand sidebar click ‘Join Team’.
 - iii. Accept Terms and Conditions.
 - iv. Enter your Computing ID.
 - v. Click ‘Send Request’.

c. Join as a Free Agent

- i. Go to the sport league that you wish to join.
- ii. Click the green 'Register/ Signup' Button.
- iii. Click on 'Free Agent'.
- iv. Choose the Divisions you wish to be a free agent for and click submit.
- v. Enter your Computing ID.
- vi. If you wish to enter Additional Info About Yourself you can do so here.
- vii. Click 'Post Listing'.
- viii. You can manage your Free Agent requests from your 'Home' page.

UVA Intramural Sports Payment Instructions

Online Payment

1. Once you have created a team, please pay online at <https://apm.activecommunities.com/recsportsvirginia/Home>.
2. Enter your login information. You will not need to create an account, as one has already been created for you. If you are logging in for the first time, click the "Forget your password?" link and follow the instructions.
3. Next, click "Intramural Sports" under the "Activities" tab and find the sport for which you are registering.
4. Click 'Add to Cart' follow the payment instruction prompts.

IM-Rec Sports Business Office Payment

1. Once you have created a team through IMLeagues you may pay through the Business Office either in person or over the phone.
2. The IM-Rec Sports Business Office is located on the second floor of the Aquatics and Fitness Center and is open Monday-Friday from 8:30am-5:30pm. The phone number to reach the Business Office is 434-924-3791.